WEST VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE
Meeting Minutes – Approved
Tuesday, November 20, 2012 Meeting
Fox 106
2:30 – 4:00 PM

I. Call to Order & Roll Call

Committee Chairman, John Hannigan called the meeting to order at 2:30.

Hannigan, John, Faculty, Program Review Chair and Comm. Studies Chair	P	Hanton, Tanya, Classified, Sr. Administrative Asst. and Program Review Recorder	P
Bond, Inge, Administrator, Director of Research, Planning, and Institutional Effectiveness	P	Kashima, Stephanie, Administrator, Dean of Instruction and Student Success	A
Davis, Heidi, Faculty, PE	P	McGinley, LeAnn, Faculty, Assessment Coordinator	P
Flynn, Paula, Classified, Language Arts SOC	P		

II. Order of the Agenda

Tanya asked that there be a discussion on the process of tracking and filing the resubmissions. This topic was added to the agenda after the Status on Program Review Resubmissions.

III. Approve Minutes

The meeting minutes dated October 16, 2012 were approved.

IV. Comments from Guests

No comments from guests.

V. Status on Program Review Resubmissions

John noted that some faculty have not completed or resubmitted their self-evaluations because of philosophical issues. Concerns have been raised over courses differing in areas such as open access, prerequisites, and caps and whether or not these differences are causing student success data to be skewed by “apples and oranges” comparisons. The group discussed these issues and brainstormed possible resolutions. John will follow up with the Academic Senate and PGC.

The other programs that have not submitted or resubmitted their reviews were discussed. John will send a reminder e-mail, and the committee members will contact the individuals assigned to them by phone or in person.

VI. Tracking and Filing Resubmissions

The group discussed the tracking spreadsheet and Drop Box folders. All resubmissions will be sent to Tanya, who will update the tracking sheet by changing the color code and noting the date received, the date forwarded to the appropriate committee member. The committee member will review the resubmission, update the status, file the resubmission and new rubric in Drop Box, and send an e-mail to Tanya who will once again update the tracking sheet. The original program reviews and rubrics will be saved separately from the resubmitted reviews and rubrics.

Jim Henderson has had to resign from the group, so any of his assigned program submissions should be sent to John Hannigan. Stephanie Kashima's should be sent to LeAnn.

VII. Next Step Improvements

a. Non-Instructional Questionnaire

The non-instructional questionnaire needs questions that address updated goals and success. There is currently no way to define and justify data that shows improvement. A corresponding non-instructional rubric also needs to be set up. Heidi, Paula and LeAnn will be responsible for devising a draft of the non-instructional questionnaire and rubric. Heidi will be the team leader.

b. Instructional Questionnaire

The instructional questionnaire does not need any major changes. However, the instructional rubric needs to be revised, so it is better aligned with the questionnaire.

c. Delivery System (CurricUNET and Zoomerang/Survey Monkey)

Since Zoho was problematic, the group is looking for a better way to compile the responses to the questionnaires. John talked to Pat Hernas, leader of the Program Review Committee at Mission College. They are using an arm of CurricUNET and are very happy with the software. The downside is that it costs $25,000 and takes several months to set up. The consensus of the group is to make CurricUNET the long range goal and to use Zoomerang/Survey Monkey (now the same company) in February as it has been an effective tool for other campus projects. The links for the questionnaires and data will be embedded in the Program Review website.

d. The timeline will be to have the questionnaires available on March 4. The due date for completing them will be April 8, the first Monday after Spring Break.

VIII. Adjournment

The meeting was adjourned at 4:00.

The next meeting will be **Tuesday, February 5, 2012**.

Minutes prepared by Tanya Hanton.